

TITLE: Principal City Planner

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DEPARTMENT: Community DevelopmentREPORTS TO: Division ManagerSUPERVISES: Professional Planner classes, technical and support staffDEFINITION:

Supervises a major planning program including responsibility for planning, organizing, budgeting and supervising complex technical work programs, plans, and studies related to transportation planning, development planning, comprehensive planning or community revitalization.

DISTINGUISHING CHARACTERISTICS

The Principal Planner classification is distinguished from the Senior Planner classification by the greater degree of responsibility for technical, administrative, and public policy elements of the department's work program, and by supervisory responsibility. As a member of the management team, the Principal Planner has responsibility for the technical accuracy, cost effectiveness and community acceptability of planning program policies and projects.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises activities of assigned staff; organizes and assigns workloads and staff assignments. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other personnel matters. Provides training and assistance to make full use of individual capabilities.

Acts as technical and policy advisor to subordinate personnel in performing difficult assignments and in reviewing objectives, feasibility, techniques and findings of their work.

Recommends policies, procedures, and performance standards to assure efficient and effective planning in compliance with City guidelines, goals, and objectives.

Organizes, supervises, performs, or coordinates major studies, analysis, and preparation of documents for assigned planning and development activities; develops specific recommendations for the drafting or revision of City policies and legislation related to assigned area. Assures effective City plans to meet current and long-range needs.

Coordinates, supervises, prepares, and presents written, oral, and visual reports to hearing bodies, committees, community groups, and private organizations to explain City policy and the impact of assigned planning and development issues on the community.

Serves as primary contact for other agencies and jurisdictions at regional, state and local level regarding assigned operations; coordinates assigned planning activities with federal, state, county and other local governmental agencies as necessary; represents the City on advisory committees and other planning groups.

Monitors legislation and formulates City position. Presents legislative testimony as necessary. Participates in negotiations with other agencies; prepares policy and technical positions.

Serves as liaison for departments, citizens, and organizations regarding status, content, process, and policy issues related to assigned function. Provides project evaluation and technical assistance to planning staff regarding assigned area of planning.

Advises City staff and Council on policy issues, procedures, special and comprehensive plans, as well as regulatory ordinances related to assigned function.

Serves as staff to citizen committees and advisory groups; facilitates discussions, provides technical advice and information, drafts committee's recommendations for public hearing. Prepares agendas and maintains records of activities.

Coordinates the selection of consultants, administers agreements and contracts with agencies, and monitors work done by consultants, contracting agencies, and other organizations, as appropriate.

Participates in the analysis of amendments to the City's Comprehensive Plan.

Development Section

Functions as the main staff contact and decision maker in the review of major land use applications and development plans for compliance with the City's Comprehensive Plan and local and state regulations. Coordinates, supervises and assigns the processing of land use applications and inspection of properties proposed for development. Reviews the work of subordinate planners in regards to land use application findings and recommendations. Attends all land use hearings and serves as a member of technical advisory committees regarding land use issues. Serves as staff liaison specifically to the Planning Commission and the Hearings Officer.

Coordinates and supervises plan and plan map amendment requests; makes recommendations to the Planning Commission and City Council.

Community Revitalization Section

Prepares assigned program budget and grant proposals based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents related expenditures. Administers federal dollars to comply with federal regulations.

Administers federal housing programs including developing requests for proposals, reviewing applications for eligibility, drafting contracts and intergovernmental agreements, assisting and monitoring non-profits and developing new programs utilizing existing resources in conformance with city policies.

Transportation Section

Plans, organizes and supervises the preparation of the 20 year multi-modal Transportation System Plan and related studies. Integrates the Transportation **System** Plan with State Rule 12 mandates, regional transportation plans, Council transportation goals and City policies.

Supervises and participates in Transportation Development Review activities.

Comprehensive Planning Section

Prepares Comprehensive Planning work programs for review and approval by the Planning Commission and the City Council.

Supervises, develops and administers work programs for Comprehensive Plan amendments and major land use studies and projects with multiple elements involving Land Use plans, Transportation plans, Environmental planning, public facilities and service plans and Public Involvement plans.

Develops specific recommendations for the drafting or revision of City policies and legislation.

Ensures effective City plans meet long-range needs.

OTHER JOB FUNCTIONS

Resolves inquiries, complaints, or problems affecting the availability or quality of assigned functions. Resolves complex or sensitive inquiries or complaints.

Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned activities.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment but may require travel to meetings.

QUALIFICATIONS:

Knowledge of:

- Comprehensive knowledge of the principles, practices, regulations, and techniques in the field of municipal land use planning including housing, transportation and urban design.
- The City's Comprehensive Plan and related goals and objectives.
- Principles, practices, laws, rules and regulations relating to assigned functional area.
- Local land planning ordinances and state statutes governing the planning, public hearing, and environmental decision making process.
- Community relations and citizen involvement strategies.
- Principles and techniques of public policy development.

- Environmental, social, economic, and other demographic factors affecting local governments.
- Supervisory principles and practices.
- Fiscal management including budget preparation, expenditure control and record keeping.
- Advanced planning and development research methods and techniques.
- Cartography and graphic design.

Transportation Section

- Transportation engineering and design principals.
- Transportation facility planning and concept design.
- The City of Gresham Transportation System Plan.

Community Revitalization Section

- HUD program requirements.
- Housing development finance and revitalization practices.

Ability to:

- Organize and oversee work programs, including monitoring budgets, work schedules, grant requirements, and progress reviews.
- Interpret and apply policies, laws, administrative rules and codes in planning programs and in problem solving.
- Develop comprehensive reports and plans regarding complex planning and development issues and projects.
- Compile and analyze complex data and develop logical recommendations.
- Present ideas and policy recommendations effectively both orally and in writing including the ability to present technical information to a non-technical audience.
- Effectively provide liaison and coordination between the City and other agencies.
- Negotiate complex issues having broad policy implications with a wide variety of stakeholder's.
- Communicate effectively with individuals and groups regarding controversial public policy issues or regulations.
- Oversee and coordinate studies and special projects.
- Establish and maintain effective working relations with public officials, planning staff, the development community, and the public.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Master's degree in planning, geography, public administration, or related field and five years of progressively responsible professional land use planning experience, plus at least three years of specialized experience related to assigned functional area, one of which should be in a lead capacity.

Licenses, Certificates, and Other Requirements

Valid driver's license

AICP certification preferred except in Community Revitalization.

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